



TOWNSHIP OF NORTH BRUNSWICK

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Website: WWW.NORTHBRUNSWICKONLINE.COM

DATE: October 2, 2012

TO: Municipal Supervisors and Staff

FROM: Robert Lombard, Business Administrator

CC: Mayor and Township Council
Local 108
AFSCME
FMBA
PBA
SOA

RE: **POSITION OPENING ANNOUNCEMENT**

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The Township is accepting applications for the following position:

Records Support Technician 1 (Seasonal) – Department of Public Safety

Salary: \$10.00 Hourly Rate

Work Week: Monday – Friday

Work Hours: 20 hrs. Per week

Under direction, performs responsible and varied clerical work of moderate complexity involving the processing and keeping of varied police records; does related work and typing as required.

Requirements:

One (1) year of experience in clerical work.

Interested parties are invited to fill out an employment application and submit it to the Business Administrator's office, second floor, Municipal Complex. **DEADLINE FOR APPLICATIONS WILL BE FRIDAY, OCTOBER 12 2012.**



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

RECORDS SUPPORT TECHNICIAN 1

DEFINITION:

Under close supervision, performs varied clerical work involving the processing and filing of records; does other duties as required.

NOTE: Incumbents may be required to utilize keyboard equipment to input and/or retrieve information on a computer console, typewriter or other key entry device used by the agency. Incumbents are not expected to perform keyboarding/typing tasks with the speed and accuracy required of a Keyboarding Clerk.

EXAMPLES OF WORK:

Receives, retrieves and sorts documents, papers, forms and other materials in accordance with established policies, procedures and guidelines.

Scans or reads incoming materials in order to determine how and where they should be classified or filed.

Files correspondence, cards, invoices, receipts and other records in alphabetical or numerical order, or according to the filing system used.

Learns the steps involved in the review and processing of documents, forms and other materials in accordance with established rules, regulations and/or agency guidelines.

Locates and removes materials from file when requested.

Assigns, records and stamps identification numbers or codes in order to index materials for filing.

Performs general office duties such as faxing documents and sorting mail.

Operates, maintains and makes minor adjustments to various office machines.

Converts documents to films for storage on microforms such as microfilm or microfiche where such equipment is used.

Enters and/or retrieves information on a computer terminal.

May occasionally perform keyboarding/typing duties, but not as the primary function of the position.

Receives, reviews, arranges, and prepares records for microfilming.

Files important and/or confidential documents in a vault or other storage media used by the appointing authority; removes documents from vault upon authorized request.

When assigned to a law enforcement agency, may be required to

take and file fingerprints; types fingerprint cards of persons committed to jail, or persons applying for firearm permits.

When assigned to a law enforcement agency, learns to perform specialized clerical work involving the obtaining, receiving, disseminating, filing, maintaining and releasing of criminal and other law enforcement records.

Makes photo copies of letters, checks, leases, permits, applications, and other documents.

May assist registrants in the completion of applications or forms.

Collects fees.

Locates, examines, retraces and files maps.

Answers routine and/or repetitive telephone and e-mail inquiries; resolves problems of an uncomplicated nature; escalates the more difficult inquiries to the appropriate person.

May operate a telephone switchboard.

Records and/or maintains simple logs or reports of information pertaining to filing, data entry and retrieval, or record processing activities.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE & ABILITIES:

Knowledge of office methods, procedures, policies, guidelines and equipment used to check, sort, index, store and file records after a period of training.

Knowledge of alpha-numeric sequencing.

Ability to make simple mathematical calculations.

Ability to sort mail.

Ability to learn to operate, maintain and make minor adjustments to various office machines and equipment including but not limited to various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to organize work and develop effective work methods.

Ability to check, sort, file, and obtain documents.

Ability to understand, remember and carry out oral and written directions.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the unit.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language

or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
56562		L	C		N/A	00		-

This job specification is for **local** government use only.
 Salary range is only applicable to state government.
 Local salaries are established by individual local jurisdictions.

MER 3/26/2011
